

MADERA COUNTY
CORRECTIONS DIRECTOR

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the programs and operations of the Madera County Department of Corrections; to provide administrative direction and supervision for Department staff; to develop and control the Department budget; to represent the Department of Corrections with the public, community organizations, and other government agencies; to provide information to inmates and answer questions concerning inmate status; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees all programs and operations of the Department of Corrections; selects, directs, supervises, trains, and evaluates assigned staff; oversees and participates in the development and implementation of Department of Corrections goals, objectives, policies, procedures, and priorities; interpret and explain Department of Corrections programs, policies, and activities; develops and administers assigned budgets, prepares budget requests, and controls expenditures; oversees the preparation of and prepares reports and presentations on assigned functions and activities; coordinates Department functions with other County departments, State agencies, and Federal agencies; assesses and recommends solutions to complex problems affecting Department operations and functions; ensures smooth coordination of Department functions between shifts and work units; assumes responsibility for and ensures proper conduct of internal investigations; oversees the monitoring of all contracts and contract employees for contract compliance; serves as Chairperson for the County Parole Board; responds to emergencies within the facility and assists with resolution of the event; works with other County staff regarding special cases concerning inmates; represents the Department with inmates, the public, community organizations, and other agencies.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics and functions of a corrections program.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and techniques of management and program administration.
- Pertinent Federal, State, and local laws, codes, and regulations related to jail operations, care and custody of prisoners, and booking procedures.

Problems and issues related to the care and custody of prisoners.

Principles and practices of budget development, preparation, and expenditure control.
Proper firearm use and maintenance.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Department of Corrections.
Supervise, train, and evaluate the work of assigned staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare and deliver formal presentations to Federal, State, and local government bodies and committees and Grand Juries.
Oversee proper design and implementation of training programs.
Develop and prepare an assigned budget and control expenditures.
Prepare and present accurate and comprehensive reports and recommendations.
Develop and administer policies and procedures to ensure proper control and discipline among prisoners.
Communicate with inmates and inmate families.
Effectively represent the programs and operations of the Department of Corrections to the public, inmates, community organizations, and other government agencies.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of increasingly responsible experience working within the functions and operations of a correctional facility including three years of management or supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course

work in criminology, criminal justice, or a related field.

License or Certificate:

Completion of requirements for California Penal Code 832 with firearms and chemical weaponry training.

Completion of Board of Corrections's Corrections Officer Basic Academy and Administration Core Course.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in an office environment within the correctional facility.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 1995